

Personnel Board Summarized Minutes
Monday, August 1, 2011 - 6:00 p.m.

Call to Order/Roll Call of Members: Present: Pat Carnevale, Chairperson; Grecia Ferro Ameneiro, Vice-Chairperson; Ann Infante, Member; and Beatriz Sosa, Member. Absent: Mario Diaz, Member.

AGENDA

1. Request to approve the minutes of the May 2011 Personnel Board meeting.

APPROVED. Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received May, June and July 2011.

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| 1. Jorge Garcia | Code Compliance |
| 2. Mario Osos | Fleet Maintenance |
| 3. Bridget R. Bosch | Human Resources |
| 4. Mario Figueredo | License Department |
| 5. Marvin Alvarez | Police Department |
| 6. Rei Carvajal | Police Department |
| 7. Richard Corton | Police Department |
| 8. Andy Descalzo | Police Department |
| 9. Delia Llorin | Police Department |
| 10. Fernando Montalvo | Police Department |
| 11. Monica Plasencia | Police Department |
| 12. Gordon Spitler | Police Department |
| 13. Lourdes Vazquez | Water & Sewers Department |

APPROVED. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

3. Report of **Leave Without Pay** List for May, June and July 2011.

SO NOTED.

4. Report of Civil Service **Appointments** for May, June and July 2011.

SO NOTED.

5. Report of Civil Service **Resignations** for May, June and July 2011.

SO NOTED.

6. Report of **Maternal/Paternal Leave** for May, June and July 2011.

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| 1. | Clara Aldana | Community Development Department |
| 2. | Cory Duhart | Fire Department |
| 3. | Patricia Tassy | Fire Department |
| 4. | Jon Underhill | Fire Department |
| 5. | Joel Sosa | Library Department |
| 6. | Christina Done | Police Department |
| 7. | Jose Garcia | Police Department |
| 8. | Francisco Hernandez | Police Department |
| 9. | Benny Merino | Police Department |
| 10. | Raul Olivera | Police Department |
| 11. | Santiago Acevedo | Water & Sewers Department |

SO NOTED.

7. Report of **Leave of Absence** for May, June and July 2011.

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|----|------------------------|--|
| 1. | Carmen Cue | Communications & Special Events Department |
| 2. | Rita Puentes | Education & Community Service Department |
| 3. | Maria del Pilar Bernal | Finance Department |
| 4. | Katiuska Araujo | Human Resources Department |
| 5. | Susan Alonso | Law Department |

SO NOTED.

8. Request to conduct a civil service examination for the position of **Administrative Aide for Education & Community Services - Maria Lopez** with the following criteria:

- In-house, non-competitive
- 40% Oral
- 60% Education and Experience
- Must obtain a score of 70% on the oral portion.
- Must obtain a combined score of 70% to be placed on the eligibility list.

Copy of ***new*** job description and resume are attached. (No eligibility list on file.)

Confidential - Range 28 - \$876 - \$1765 Bi-weekly

APPROVED with correction to resume to reflect Ms. Lopez in the position of Clerk Typist II. Motion by Ms. Infante. Second by Ms. Sosa. Passed by unanimous vote.

9. Request to conduct a Civil Service examination for the position of **Clerk Typist II** with the following criteria:
- a. In-house
 - b. Pass/Fail 40-wpm Typing Test
 - c. 100% Written
 - d. Must obtain a score of 70% on the written examination to be eligible to sit for the typing examination.
 - e. Must type a minimum of 40-wpm as demonstrated in an examination, or applicants that have passed a 40-wpm or greater typing examination with the Human Resources Department within one year from the date the job announcement is posted will be exempt from the typing examination.
 - f. Must obtain a score of 70% on the written examination; as well as, pass the 40-wpm typing examination to be placed on the eligibility list.
 - g. Current eligibility list is exhausted.

Copy of ***revised*** job description and current eligibility list are attached.

Range 45 - \$749 - \$1423 Bi-weekly

APPROVED with revisions to the job description. Motion by Ms. Ferro-Ameneiro. Second by Ms. Sosa. Passed by unanimous vote.

10. Request to conduct a Civil Service examination for the position of **Recreation Specialist II-Therapeutics** with the following criteria:
- a. In-house
 - b. 100% Written
 - c. Must obtain a score of 70% to be placed on the eligibility list.
 - d. Current eligibility list is exhausted

Copy of job description and current eligibility list are attached.

Range 45 - \$749 - \$1423 Bi-weekly

APPROVED with revisions to the job description. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

11. Request to approve the job description for the ***new*** position of **Right-of-Way Maintenance Coordinator.**

APPROVED. Motion by Ms. Sosa. Second by Ms. Infante. Passed by unanimous vote.

12. Request to hear **Unfinished Business.** NONE

13. Request to hear **New Business.**

APPROVED. Motion by Ms. Sosa. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

13a. Request to conduct a Civil Service examination for the position of **Accountant** with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a minimum score of 70% on the written examination in order to be placed on the eligibility list.
- d. Rescind exam request approved at the April 12, 2010 Personnel Board meeting.

Copy of job description and eligibility list are attached.

Range 51 - \$1053-\$2147 Bi-weekly

APPROVED. Motion by Ms. Infante. Second by Ms. Ferro-Ameneiro. Passed by unanimous vote.

NEXT PERSONNEL BOARD MEETING: "September 12, 2011"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.